

Okaloosa

ONLINE

A Franchise of Florida Virtual School

2014-2015 Application for Instructional Position

Name _____ Birthdate _____

Mailing Address _____

Email Address _____

Current Okaloosa work location _____ Phone _____

Current Teaching Assignment _____

Home Phone _____ Cell phone _____

Number of years with Okaloosa Online _____

Social Security Number _____ (for payroll purposes)

Certified Areas _____

Florida Certificate Number _____ Expiration Date _____

Online course/s you are interested in teaching _____

Please sign and return through district courier to Carver Hill – Attn: Christy Corbin

I am aware of the responsibilities of an Okaloosa Online adjunct instructor and agree to meet these requirements if selected to teach. I will maintain regular virtual office hours sixteen hours per week through 8:00 pm. I will grade all submitted work within 72 hours. I will provide adequate feedback to students on all submitted assessments. I will return all phone calls and emails within 72 hours. I will provide students and parents a Progress Report between the 10th and 15th of each month if the student is two or more weeks behind pace or earning a D or F. I will call or email each student and parent monthly. I will maintain an Announcement Page and update the information every ten days. I understand that I will be paid for completions only and that it is a requirement that I monitor the Grace Period carefully to withdraw students who may potentially fail to complete with a passing grade. I realize that it is my responsibility to motivate students to complete each course. I also agree that if I fail to meet any of the requirements of an online instructor, students may be transferred to another teacher resulting in a complete loss of pay for that semester. **I have provided a copy of my current teaching certificate with this application.**

Signed _____ Date _____

*Christy Corbin
Program Administrator
461 West School Ave.
Crestview, FL 32536*

(850) 689-2043

fax: (850) 689-7444